

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER QUALITY SPECIALIST

PERSONNEL COMMISSION APPROVAL: JANUARY 15, 2025

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE:	0895
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIANS

JOB SUMMARY

Under general supervision, performs technical tasks to implement and administer the City's Water Quality Monitoring Plan and Cross Connection Control Plan. Inspects commercial, industrial, residential, and city-owned facilities to ensure compliance with regulations related to backflow, cross-connection prevention, and water quality.

SUPERVISION RECEIVED

Reports to: Water Quality Supervisor

DISTINGUISHING CHARACTERISTICS

The Water Quality Specialist is distinguished from the Water Quality Coordinator in that the Specialist performs journey-level compliance work focused on monitoring water quality, as well as backflow and cross-connection compliance, to maintain the quality of the City's drinking water. In contrast, the Water Quality Coordinator is responsible for providing work direction to water quality staff in addition to performing duties related to water quality and cross-connection control.

EXAMPLES OF ESSENTIAL DUTIES

- Collects bacteriological samples at sampling stations throughout the distribution system; collects water samples at all City sources including wells, reservoirs and import connections; compiles and reports all monitoring data to various regulatory agencies
- Collects bacteriological samples after completion of repairs of existing water mains and fire hydrants; performs various types of water analysis such as chlorine residuals, general physicals, nitrification, and fluoride

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- Reviews the results of test samples and produces various public reports; reads, interprets and implements changes in state and federal water regulations
- Performs cross connection control survey inspections to evaluate the degree of hazard to the City's water supply
- Reviews construction plans to determine compliance with city, state and federal regulations
- Advises contractors, property owners and facility supervisors of backflow prevention device installation and testing requirements
- Coordinates water production and cross connection activities with other divisions, outside agencies and organizations
- Reviews and inputs backflow prevention device test reports
- Issues shutdown orders for non-compliance with City's cross connection control ordinances
- Gives verbal and written directives to public water customers, contractors, developers, and property owners to inform and enforce cross connection regulations
- Maintains records and files on tests conducted, backflow device testing and survey inspections in compliance with regulatory standards
- Attends training to stay current with trends, new regulations and plumbing practices
- Supports and actively participates in the City's safety programs
- Assists with periodic safety inspections; identifies and corrects safety hazards
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Water distribution systems
- Federal, state and local ordinances governing water standards, inspection criteria and testing techniques in water quality sampling, backflow prevention devices and cross connection control hazards
- Plumbing practices and the Uniform Plumbing Code

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- Cross connection control inspection criteria and testing techniques
- Commercial and industrial water systems, plumbing equipment, and other various types of backflow contamination hazards to the public water supply
- Approved backflow prevention device types and installation requirements
- Common tools and test equipment used in water quality testing
- Occupational hazards and necessary safety precautions

Ability to:

- Perform a range of water system backflow inspection activities with minimal supervision
- Read and interpret diagnostic test results
- Properly read construction plumbing plans
- Interpret and enforce rules and regulations applicable to water quality
- Use a variety of testing instruments and equipment
- Operate computer program software, including word processing, spreadsheet and backflow prevention management applications
- Respond quickly to critical situations and carry out work assignments as instructed
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member
- Travel to offsite locations within a reasonable timeframe

Education: Associate's degree or two (2) years' (60 semester or 90 quarter units) college level coursework in water utility science, biology or other directly related field.

Experience:

Two (2) years of experience in water systems, including experience in water quality or in maintaining, coordinating, and administering a cross-connection program.

Certifications/License:

- A valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment.
- American Water Works Association Cross Connection Control Program Specialist Certificate within twelve (12) months of appointment
- Grade 2 Water Treatment Operator or Grade 2 Water Distribution Operator Certificate issued by the California State Water Resources Control Board

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- Backflow Prevention Device Tester Certification from a California state approved certification agency within twelve (12) months of appointment

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SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work around bodies of water. May include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, and vibrations. May work in close proximity to mechanical and electrical hazards. May work in confined spaces. Exposure to potential natural irritants such as vegetation, dust, soil, tree pollens, sawdust and chemicals including but not limited to gasoline, diesel, chlorine, fluoride, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers, and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects. May require lifting tools and equipment weighing 50 pounds or less. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel-toed shoes. May be required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergencies within a reasonable time period.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.